



A Century of Progress with Pride

Receptionist
STAFF VACANCY

Position: Receptionist
Schedule: Full-time, Monday through Friday
Approximately 40 hours per week
Opening Date: **November 24, 2010**
Application Deadline: **December 8, 2010**

Primary Purpose: Principal responsibility is to answer all incoming calls to City Hall and direct those calls appropriately. Will be greeting all visitors entering the building. Performs clerical tasks as needed, and is responsible for daily mail distribution and all outgoing UPS and Fed Ex deliveries and messenger services. Assist Collectors office with vehicle stickers, dog tags and garage sale permits as needed. The receptionist reports to the Finance Director and is a union position.

Principal Duties & Responsibilities:

- Answer all incoming City Hall phone calls and forwards them to the appropriate person.
- Respond to all customers for assistance.
- Sort and distribute daily mail, and handle all outgoing UPS, Fed Ex and messenger deliveries.
- Maintain telephone list for City Hall departments and distribution of same.
- Order and maintain supplies for City Hall departments.
- Provide clerical services as needed to all departments.
- Other duties as assigned.

Qualifications:

- High School degree or equivalency.
- Proper phone etiquette and ability to utilize phone system appropriately.
- Excellent customer service skills and one year switchboard experience.
- Proficient with Microsoft Office Products and proficient computer skills
- Bilingual a plus.

Salary: Starting salary is \$10.75 per hour.

Applications: May be obtained at the city website www.berwyn-il.gov and at Berwyn City Hall, 6700 W. 26th Street, Berwyn, Illinois 60402. All applications must be returned to Berwyn City Hall by 5:00 PM on December 8, 2010.

AN EQUAL OPPORTUNITY EMPLOYER:

All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or unfavorable discharge from military service.